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Office Memorandum • UNITED STATES GOVERNMENT**TO :** Chief, Plans and Research Staff**DATE:** 27 January 1955**FROM :** Chief, Instructional Services Branch, SS/TR**SUBJECT:** Weekly Activity Report #1 - 19 - 25 January 1955a. SIGNIFICANT ITEMS - Noneb. OTHER ACTIVITIES

1. Catalogs of Courses - Distribution of the long term schedules for each of the four schools and the technical courses has been completed to all recipients of Catalogs 100-1 and 101-1. ✓
2. TR RM 0-2, The Red Interpreter - 2,050 stencils have been checked, some re-typed, and forwarded to RD/LO for printing of 200 additional copies. Expected date of completion is mid-March.
3. Instructional Techniques Course - Five students are enrolled in the current course being conducted principally by [] Students are: 25X1
Two from TSS, and one each from OTR, FE/FT and the Cable Secretariat's 25X1
Office.
4. Members of the Audio Aids Section assisted two courses with their []
[] training problems during the week.
5. Films for []
- a. No retention prints due
b. Fifteen loan prints due
c. Five loan prints sent.
6. [] C/TAB/ [] visited all sections of this branch 25X1
on Tuesday.
7. [] VAS, is attending the [] course. 25X1
[] Editorial and Reproduction Section, is enrolled
in the Intermediate Shorthand Course.
- [] 25X1

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